



Managing the Return to the Office in the Age of COVID-19

NYC AGENCY RESTART/SAFETY PLAN TEMPLATE

Each City agency must develop a written Restart/Safety Plan outlining how it will reduce the risk of spread of COVID-19 in the workplace. An agency must fill out this template and submit to its Deputy Mayor's office for approval. After approval is received, agencies should upload this plan to their agency's website.

Agencies should refer to DCAS' guidance (Managing the Return to the Office in the Age of COVID-19), which includes information and links to primary sources from other City agencies, the state, the CDC and industry experts. This template is based on what is currently known about COVID-19 and may help prevent workplace exposures to COVID-19. Much is unknown about the transmissibility, severity and other characteristics of the disease. Agency plans should remain flexible and subject to revision as new information about COVID-19 and mitigation of the spread of the disease emerges.

COVID-19 Restart/Safety Plan:

Name of Agency:

Address:

Agency Chief Restart Officer:

ACRO Email Address:

ACRO Phone:

Your agency has reviewed and will comply with DCAS' Managing the Return to the Office in the Age of COVID-19 guidance.

I. PREPARE THE BUILDING

To ensure the agency complies with building guidelines, your agency agrees, or if you are in a non-city owned building, you agree that you will work with your building management, to do the following:

A. Cleaning

Follow the Department of Health and Mental Hygiene's (DOHMH) [Guidance for Cleaning and Disinfection for Non-Health Care Settings](#) to develop, follow, and maintain a cleaning plan.

Conduct regular cleaning and disinfection at least after every shift, and daily or more frequently as needed. Specifically, clean and disinfect shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms, common areas, and elevators will be cleaned frequently.

Provide a description of the policies you will implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using products identified as effective against COVID-19.

Adhere to [hygiene and sanitation requirements](#) from DOHMH; and maintain [cleaning logs](#) on site that document date, time, and scope of cleaning.

Provide who will be responsible for maintaining the cleaning log and where it will the log be kept.

Inventory cleaning supplies and check for compliance with recommended COVID-19 guidelines; procure supplies as needed.

Establish protocols for cleaning after a suspected or confirmed case of COVID-19 following DOHMH guidance.

Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

Describe where in the work location employees will be provided the appropriate hand hygiene and sanitizing products and how good hand hygiene will be promoted.

Ensure that cleaning staff are trained on the proper use and limitations of personal protective equipment (PPE), personal hygiene protocols, mixing/applying and disposal of approved cleaning and disinfecting agents (following [OSHA Hazard Communication Standard](#)), and are properly supervised to promote ongoing quality control.

Establish protocols for proper disposal of PPE.

B. Building Access and Screening

Post notice of face covering requirements for entry and travel throughout the building.

Post modified public access hours as appropriate.

Post building access requirements at all entrances and on agency websites where appropriate.

Review shipping and receiving protocols and modify as needed. Consider separating shipping and receiving areas from the general population; requiring personnel handling mail and parcels to wear PPE to receive parcels, mail, and other deliveries; and practicing good hand hygiene.

Ensure all signage is accessible to individuals with vision disabilities.

Agencies must provide employees with an acceptable face covering at no-cost to the employee and visitors and have an adequate supply of coverings in case of replacement.

Implement a mandatory health screening assessment for employees and visitors before entering the building using [DOHMH's COVID-19 Symptom Screening Tool](#) and [Model Log](#).

Describe the type of daily health and screening practices you will implement. Indicate whether the screening will be done before the employee gets to work or on site; and who will be responsible for performing it.

If you do not control the entrance to your building, work with your building management to ensure compliance with all requirements above.

C. Social Distancing

Establish one-directional flow of movement at entrances, hallways, and exits, and post accordingly.

Install 6 ft. markers at entrances, elevators, and any areas where people may congregate to enforce social distancing.

Open stairways, additional access doors, and freight elevators for travel where possible; assign one-directional flow on stairs where possible.

Post allowable occupancy per elevator; and, where beneficial, indicate where to stand and which direction to face in the elevator.

D. Building Systems

Ensure all systems (including Building Management systems, Water Systems, Restrooms, Elevators) have been checked as per the City's guidance for reopening the buildings that have been vacant; and appropriate maintenance and remedial actions have been taken.

Ensure HVAC systems have been adjusted/set as per the City's guidance.

Ensure building management systems have been adjusted/set as per the City's guidance.

II. PREPARE THE WORKSPACES

To ensure the agency complies with workspace guidelines, you agree that you will do the following:

Create a seating plan for your workstations that allows for compliance with social distancing guidelines.

Establish the maximum occupancy for each of your shared spaces (e.g. conference rooms, huddle spaces, pantries, break rooms, copy rooms) for effective social distancing and post accordingly.

Designate a specified enclosed room to isolate any person identified or self-identifying with COVID-19 symptoms where they can wait to make plans for leaving the office.

Establish a methodology for monitoring occupancy and density.

Institute a "Clean Desk Policy" that requires employees to remove personal items from the desk at the end of the day to facilitate regular cleaning of work surfaces.

III. PREPARE THE WORKFORCE

To ensure the agency complies with workforce guidelines, you agree that you will do the following:

A. Work Guidance

Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, they must wear acceptable face coverings.

Establish protocols for the use of PPE (in addition to face coverings) for staff and visitors.

Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.

Describe the measures that will be implemented to ensure that employees maintain a distance of 6 ft. from other individuals.

Describe how you will manage engagement with customers and visitors on these requirements (as applicable).

Establish a travel policy limiting employee work travel to only essential travel.

Provide employee training and information on COVID-19 risk factors, protective measures, cleaning, and disinfection products used in the workplace following OSHA Hazard Communication Standards.

B. Workforce Scheduling

Adjust Citytime to reflect all alternative work schedules.

For employees with alternative work schedules, each employee and their supervisor must complete the "Alternative Work Arrangement Agreement" form (in the Appendix of the DCAS guidance).

Ensure work schedules align with business needs and do not contravene negotiated collective bargaining agreements.

Which of the following alternative work schedules are you utilizing? (check all that apply)

Phased return

Teleworking (agencies should consider to allow teleworking where possible)

Flexible arrivals

Flexible workdays

Compressed work week

IV. COMMUNICATIONS

To ensure the agency complies with communications guidance, you agree that you will do the following:

Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.

Establish centralized, two-way communication for staff, visitors, tenants, and vendors to provide up to date information on what actions have been taken, new policies and protocols that have been put in place, and future changes to expect.

Provide information to contractors regarding modifications to work processes and requirements for the contractors (as applicable).

Make messaging accessible to all by using a wide range of communication channels and materials and providing alternate formats that meet ADA standards.